Maryland Department of Public Safety & Correctional Services

Human Resources Services Division

Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor

Gary D. Maynard
Secretary

Romaine V. Reid
Executive Director

Recruitment & Examination Announcement

Position Specific Recruitment for the Department of Public Safety and Correctional Services, Information Technology and Communications Division, located in Pikesville, MD. Applicants certified to this list will remain eligible for a period of one year. Applicants desiring to be considered for other positions in this classification will need to reapply for future recruitments.

Recruitment for: **COMPUTER OPERATOR II**
Announcement #11-1042-906
(List both the title and announcement number on your application.)

Salary: $32,091 - $50,563 Grade 12

Closing Date: November 8, 2011

Position Duties: A Computer Operator II is the full performance level of work operating multipurpose, multi-tasking computer systems. Employees in this classification do not supervise.

Employees in this classification receive general supervision from a Computer Operator Supervisor. Employees in this classification may be required to work on evenings, weekends and holidays. Work is normally performed in a computer room and involves exposure to moderate levels of noise and to a climate controlled environment necessary to keep the computer from overheating. The work requires careful observance of safety procedures related to fire extinguishing systems for computers. The work requires moving boxes of paper weighing up to forty pounds.

Minimum Qualifications

Education: Graduation from an accredited high school or possession of a high school equivalency certificate.

Experience: Two years of experience operating multipurpose, multi-tasking computer systems.

Notes: 1.Experience operating computer equipment for the purpose of data entry, word processing or maintaining information may be substituted on a year-for-year basis for the required education.

2. Fifteen credit hours in computer operation at an accredited college or university may be substituted for one year of the required experience.

SELECTION PROCESS:
Applicants who meet the minimum qualifications will be admitted to the examination for this classification. Successful candidates will be ranked as BEST QUALIFIED, BETTER QUALIFIED, or QUALIFIED and placed on the employment (eligible) list for at least one year.

TO APPLY:
Applications will be evaluated based on the materials submitted in relation to the above position responsibilities and requirements. Therefore, it is important to provide complete and accurate information. Please include the title of the position for which you are applying, as well as the announcement number, on your State application (MS-100). All applications must be received or postmarked by the closing date.

Mail State Application (MS-100 Form) to:
MD Department of Public Safety & Correctional Services
Recruitment & Examination Unit
6776 Reisterstown Road, Suite 309
Baltimore, MD 21215-2342
ATTN: KSEYM

Application forms (MS-100) may be obtained from any Department of Public Safety & Correctional Services facility or by calling (410) 585-3060, toll free 1-877-206-9941, or downloaded from www.dbm.maryland.gov.

Issued: 10/25/11
Project #11-1042-906 (kls)